FISCAL YEAR 2002-03

ATTENDANCE SOFTWARE TRAINING GUIDE

SOFTWARE VERSION 2002-2.05

CALIFORNIA DEPARTMENT OF EDUCATION

School Fiscal Services Division
1430 N Street
Sacramento, CA 95814

Table of Contents

1.0 INTRODUCTION 1

1.1 About this Training Guide 1
  1.1.1 Audience 1
  1.1.2 Prerequisites 1
1.2 Using this Guide 1
  1.2.1 Training Guide Description 1
  1.2.2 Training Guide Contents 1
  1.2.3 Document Conventions 2
  1.2.4 Form Cross Reference 3

2.0 LESSON 1—SOFTWARE INSTALLATION 4

2.1 Installing the Software 5
  2.1.1 Task: Installing the Software from the Internet 6
  2.1.2 Task: Installing the Software from CD-ROM 8
2.2 Other Installation Methods 10
2.3 Changing Your Monitor's Resolution 11
  2.3.1 Task: Changing the Resolution of Your Monitor 11

3.0 LESSON 2—SOFTWARE STARTUP 13

3.1 Starting the Attendance Software 14
  3.1.1 Task: Practice Opening the Attendance Software 14
3.2 Version Checking 15
  3.2.1 Task: To learn how to Check the Software Version 15

4.0 LESSON 3—LOGGING ON/OFF 17

4.1 Adding a New User 18
  4.1.1 Task: Add a New School District User 18
  4.1.2 Task: Add a New Charter School User 20
  4.1.3 Task: Add Additional Users 21
4.2 Getting the Latest Updates 23
  4.2.1 Task: Import a Get Latest File 23
4.3 Logging On and Off 24
  4.3.1 Task: Log on and off 24

5.0 LESSON 4—SCREEN NAVIGATION 26

5.1 Main Menu Screens 27
  5.1.1 School District Main Menu 27
  5.1.2 School District Charter School Main Menu 29
  5.1.3 Charter School Main Menu 29

5.1.4 Information Bar ... 29
5.2 Main Menu Options ... 30
5.2.1 File Menu ... 30
5.2.2 Period Menu ... 30
5.2.3 Changing Reporting Periods ... 30
5.2.4 LEA Menu ... 31
5.2.5 Tools Menu ... 31
5.2.6 Help Menu ... 31
5.3 Selecting LEAs and Entry Screens ... 32
5.3.1 Task: Selecting All LEAs and Entry Screens ... 32
5.3.2 Task: Selecting Individual LEAs or Entry Screens ... 33
5.4 Entry Screen Navigation ... 34
5.4.1 Accessing Entry Screens ... 34
5.4.2 Moving Through Fields ... 34
5.4.3 Multiple Record Entry Screens ... 34
5.4.4 Switching Between Tabbed and Drop-Down Menus ... 34
5.4.5 File Menu ... 35
5.4.6 Note Menu ... 36
5.4.7 Help Menu ... 36
5.4.8 Delete button ... 36
5.4.9 Cancel button ... 36

6.0 LESSON 5—SCHOOL DISTRICT DATA ENTRY ... 38

6.1 Entering School District Attendance ... 39
6.1.1 Task: Enter data in the Attendance School District Entry Screen ... 39
6.1.2 Task: Enter Data in the Basic Aid “Choice” District Entry Screen ... 41
6.1.3 Task: Enter Data in the Attendance Supplement SD Entry Screen ... 43
6.1.4 Task: Enter Data in the Class Size Penalties SD Entry Screen ... 45
6.1.5 Task: Search for Records ... 48
6.1.6 Task: Enter Data in the New Necessary Small Continuation High School Entry Screen ... 49
6.1.7 Task: Enter Data in the Necessary Small Elementary School Entry Screen 51
6.1.8 Task: Enter Data in the Necessary Small High School Entry Screen ... 53
6.1.9 Task: Enter Data in the Gifted and Talented Education Entry Screen ... 55
6.1.10 Task: Enter Data in the High-Risk Youth Education and Public Safety Program Entry Screen ... 56
6.1.11 Task: Enter Data in the Small High School ROC/P ADA/ Service Allocation Entry Screen ... 56
6.1.12 Task: Enter Data in the Handicapped ROC/P Entry Screen ... 59

7.0 LESSON 6—CHARTER SCHOOL DATA ENTRY ... 62

7.1 Enter Charter School Attendance ... 63
7.1.1 Task: Enter Data in the Attendance Charter School Block Grant Entry Screen ... 63

7.1.2 Task: Enter Data in the Attendance Charter School Block Entry Screen for a Charter School That Ceased Operation 68
7.1.3 Task: Enter Data in the Attendance Charter School - Revenue Limit Entry Screen 73
7.1.4 Task: Enter Data in the Attendance Charter School Revenue Limit Entry Screen for a Charter School That Ceased Operation 75
7.1.5 Task: Enter Data in the Basic Aid Supplement Charter School Entry Screen.. 77
7.1.6 Task: Enter Data in the Educationally Disadvantaged Pupil Data Entry Screen 79

8.0 LESSON 7—EDIT CHECK REPORTS 81

8.1 Create, View, and Correct Data Errors 82
8.1.1 Task: Create, View, and Correct Data Errors 82

9.0 LESSON 8— ENTERING CORRECTIONS 86

9.1 Entering Corrections 87
9.1.1 Task: Create A Prior Year Correction Record. 87

10.0 LESSON 9—EXPORTING AND IMPORTING 90

10.1 Exporting Data 91
10.1.1 Task: Export to an ASCII File 91
10.1.2 Task: Export to a Certified Data File 93
10.2 Importing Data 96
10.2.1 Task: Import from an ASCII File 96
10.2.2 Task: Import from a Certified Data File 98
10.3 Sending Certified Files To Your District or County 100
10.3.1 Task: Understand the Concept of Sending Files To Your District or County. 100

11.0 LESSON 10—PRINTING REPORTS 102

11.1 Printing a Report from an Open Entry Screen 103
11.1.1 Task: Print from an Open Entry Screen 103
11.2 Printing from the Main Menu Screen 105
11.2.1 Task: Print Reports 105
11.2.2 Task: Print Blank Reports 106
11.2.3 Task: Print Certifications 108
11.2.4 Task: Print Blank Certifications 110
11.2.5 Task: Print Summary Reports 112
11.2.6 Task: Print Certification Exception Reports 113

1.0 Introduction

Welcome to the California Department of Education School Fiscal Services Division Attendance Software, the program that collects and reports data for School Districts and Charter Schools. You can enter and store attendance-related data, then later certify and transmit that data to your County Office of Education (COE).

This document is the Training Guide for the 2002-03 Attendance Software and is intended to help you install, use, and become familiar with the software. Understanding basic Windows functions and procedures, such as clicking, double clicking, right clicking, browse, etc., will assist you in using this document and software.

1.1 ABOUT THIS TRAINING GUIDE

1.1.1 AUDIENCE

This training guide is designed for the School Districts and Charter Schools who will be using the Attendance Software to enter and report data for their Local Education Agency (LEA).

1.1.2 PREREQUISITES

To ensure your success, we recommend that you first take a course in *Microsoft Windows* or have equivalent knowledge of the basic concepts of the *Windows* environment.

1.2 USING THIS GUIDE

You will use this guide as you complete each lesson's tasks. You can also use this guide as a quick reference for particular procedures.

1.2.1 TRAINING GUIDE DESCRIPTION

This training guide allows you to build upon each skill with tasks learned in previous lessons.

1.2.2 TRAINING GUIDE CONTENTS

Each chapter contains lessons with objectives, explanations, and guided hands-on activities for you to follow.

1.2.3 DOCUMENT CONVENTIONS

This document uses the following conventions to describe functions and procedures in the software:

Window Names	The names of windows, entry screens, and dialogue boxes use title case, such as: Save As window User Information screen
Commands	Commands are operations you must follow in order to perform certain functions in the Attendance Software. Bold face font is used, such as: Select **Print** from the **File** menu Click the **OK** button
Key Commands	Key commands are operations for pressing particular keyboard keys rather than a button on an entry screen. Keys are represented as Press the `Tab→` key. Press `Enter`.

1.2.4 FORM CROSS REFERENCE

The following table is a cross-reference of the old form numbers to the new entry screen names:

Old Form Number	New Entry Screen Name
School District	
J-18/19	Attendance School District
J-18/19B	Attendance Basic Aid “Choice” District
J-18/19S	Attendance Supplement SD
J-7	Class Size Penalties SD
Schedule E	New Necessary Small Continuation High School – ADA
Schedule F-Elementary	Necessary Small Elementary School – ADA
Schedule F-High School	Necessary Small High School – ADA
J-22 SUPPLEMENT	Gifted and Talented Education
J-12	High-Risk Youth Education and Public Safety Program
Form R.1	Small High School ROC/P ADA/Service Allocation
J-22	Handicapped ROC/P
Charter School	
J-18/19CH/BG and J-18/19CH/BG/U	Attendance Charter School Block Grant
J-18/19CH	Attendance Charter School – Revenue Limit
Schedule CH/BA	Basic Aid Supplement Charter School
J-18/19CH/E	Educationally Disadvantaged Pupil Data

2.0 Lesson 1—Software Installation

Lesson Objectives

To learn how to properly install the Attendance Software, you will:

A Install the software from the Internet.

B Learn how to install the software from a CD-ROM.

C Learn about other methods of installation.

D Learn how to change the screen resolution on your monitor.

2.1 INSTALLING THE SOFTWARE

In this section, you will learn how to install the software using the Internet and how to install the software from CD ROM.

This section describes the software installation for Windows 95, 98, ME, NT, 2000 and XP. For more detailed instructions, please refer to the *Attendance Software Installation Guide*.

Note: Windows 95 and 98 users must install DCOM before installing the Attendance Software.

Downloading & Installing DCOM from Internet Explorer

Note: Only Windows 95 and 98 users must install DCOM.

1. Navigate to http://www.cde.ca.gov/fiscal/software/.
2. Click on the correct DCOM link. The File Download dialog box displays.
3. Select Save this file to disk.
4. Click **OK**. The Save As dialog box displays.
5. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)
6. Click **Save**.
7. While the application file is downloading to your computer, ensure that the **Close this dialog box when download completes** checkbox is *unchecked*.

   Note: If the box is checked, the download dialog box closes immediately after the download completes. You must find the file that was downloaded and double click on the file to continue to step 9.

8. When this download is complete, the Download Complete dialog box displays.
9. Click **Open**. The DCOM dialog box displays.
10. Click **Yes**. The End User License Agreement window displays.
11. Click **Yes**. The program copies the files to the computer, and then the Restart dialog box displays.
12. Click **Yes** to restart your computer.

Note: You must restart your computer in order for DCOM to successfully install and before you attempt to install the Attendance Software.

2.1.1 TASK: INSTALLING THE SOFTWARE FROM THE INTERNET

☐ Objective: To successfully install the Attendance Software using the Internet to download the install package.

	What you do	*Comments/Prompts*
1.	Click the Windows **Start** Start button, select **Programs**, then **Internet Explorer.**	The web browser opens.
2.	Navigate to http://www.cde.ca.gov/fiscal/software/	The SFSD Software –Downloadable page displays.
3.	Find the Att2002-2_05.exe file on the Attendance section of the web page.	Note: The software version number may change. The website will contain the most recent version of the software.
4.	Right click the Att2002-2_05.exe and select **Save Target As** from the command window.	Note: Users with computers running Windows NT must select the AttNT2002-2_05.exe file.
5.	Select **Desktop** in the **Save in** drop-down list.	The Att2002-2_05.exe should be showing in the **File Name** field.
6.	Click **Save.**	The file is saved to your desktop.
7.	Click the Windows **Start** Start button.	
8.	Select **Run**.	The **Run** dialog box displays.
9.	Click **Browse**.	The **Browse** dialog box displays.
10.	Click the **Look in** drop-down arrow at the top of the dialog box.	

11.	Select Desktop in the **Look in** drop-down list.	
12.	Select the Att2002-2_05.exe file, and click **Open.**	
13.	Click **OK** in the Run dialog box.	The self-extract utility and installation process begins. The necessary files copy to your computer. A dialog box may display that informs you that setup cannot continue because some system files are out of date. Update these files by clicking **OK**. Once the program has installed the setup initialization files, the Attendance Software Setup window displays.
14.	Click **OK**.	The Attendance Software Setup dialog box displays.
15.	Click the computer icon button.	It is ***highly*** recommended that you accept the default directory but you can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box. The **Choose Program Group** dialog box displays
16.	Click **Continue**.	If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group. The progress meter displays the installation status. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully.
17.	Click **OK**.	

2.1.2 TASK: INSTALLING THE SOFTWARE FROM CD-ROM

☐ Objective: To successfully install the Attendance Software from a CD-ROM.

	What you do	*Comments/Prompts*
1.	Insert the Attendance Software CD-ROM into the CD-ROM drive.	
2.	Click the Windows **Start** Start button.	
3.	Select **Run**.	The **Run** dialog box displays.
4.	Click **Browse**.	The **Browse** dialog box displays.
5.	Click the **Look in** drop-down arrow at the top of the dialog box.	
6.	Click the drive letter associated with your CD-ROM	
7.	Select the Att2002-2_05.exe file, and Click **Open.**	Note: Users with computers running Windows NT must select the AttNT2002-2_05.exe file.
8.	Click **OK** in the Run dialog box.	The self-extract utility and installation process begins. The necessary files copy to your computer. A dialog box may display that informs you that setup cannot continue because some system files are out of date. Update these files by clicking **OK**. Once the program has installed the setup initialization files, the Attendance Software Setup window displays.
9.	Click **OK**.	The Attendance Software Setup dialog box displays.

10.	Click the computer icon button.	It is ***highly*** recommended that you accept the default directory but you can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box. The **Choose Program Group** dialog box displays
11.	Click **Continue**.	If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group. The progress meter displays the installation status. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully.
12.	Click **OK**.	

2.2 OTHER INSTALLATION METHODS

Additionally, users may install the software from floppy disk. However, installation from floppy disks is cumbersome. If floppy disk is the only alternative (e.g. user computer has no internet connection and no CD-ROM drive), the affected user should contact CDE for a set of floppy disks. Instructions, and the disks, are available only on a case-by-case basis from CDE.

2.3 CHANGING YOUR MONITOR'S RESOLUTION

The final adjustment that you may want to make to your computer is to set your display for optimal performance of the Attendance Software—County Logon Supplement. The software is optimized for 800 × 600 pixel resolution, although higher resolutions, such as 1024 × 768 pixels, are acceptable.

Note: Changing the display size affects how other software programs display on your screen.

2.3.1 TASK: CHANGING THE RESOLUTION OF YOUR MONITOR

☐ Objective: To learn how to change your monitor's screen resolution.

	What you do	*Comments/Prompts*
1.	Make sure all your windows are minimized so your Desktop displays.	
2.	Right-click on your Desktop.	
3.	Select **Properties** from the pop-up menu.	
4.	Select the **Settings** tab in the **Display Properties** dialog box.	
5.	Under **Screen area**, move the slider until the pixel resolution is **800 X 600 pixels**.	If you are changing the resolution on a Windows 95 or NT computer the slider is under the **Desktop area**. Observe how images and text expand or contract, depending on the settings you choose.
6.	Click **OK**.	

Notes:

3.0 Lesson 2—Software Startup

Lesson Objectives

To become familiar with the Attendance Software application, you will:

A Learn how to start the application.

B Learn how to check the software version.

3.1 STARTING THE ATTENDANCE SOFTWARE

To run the Attendance Software, follow the steps outlined below:

3.1.1 TASK: PRACTICE OPENING THE ATTENDANCE SOFTWARE

☐ Objective: To learn how to initialize the software.

	What you do	***Comments/Prompts***
1.	Click the **Start** button.	
2.	Click **Programs**.	The **Programs** menu expands.
3.	Select **Attendance Software** from the **Programs** menu.	
4.	Select **Attendance Software 2002-03 V2.05** from the submenu.	The Logon entry screen displays.

3.2 VERSION CHECKING

Version checking is an important method used to ensure you are using the correct version of the software. When you open the software, the Logon screen displays the version number in the bottom left corner of the screen.

Check the version number on the CDE Web site (http://www.cde.ca.gov/fiscal/software) to ensure you are using the correct software for data collection.

3.2.1 TASK: TO LEARN HOW TO CHECK THE SOFTWARE VERSION

☐ Objective: To determine if you are using the correct version of the attendance software

	What you do	***Comments/Prompts***
1.	Display the logon screen.	
2.	Notice the version number.	If the version number does not match the number on the CDE web site, follow the instructions in Section 2.1.1 for downloading software from the Internet.

Notes:

4.0 Lesson 3—Logging On/Off

Lesson Objectives

To learn how to:

A Add new users to the system for different user types.

B Get the latest database updates.

C Logon to the system.

D Logoff and exit the system.

4.1 ADDING A NEW USER

You can add one or more users to the Attendance Software. Types of users fall under two categories: School District and Charter School.

The following exercises will help you add the correct types of users to facilitate in the training.

4.1.1 TASK: ADD A NEW SCHOOL DISTRICT USER

☐ Objective: To learn how to add a user for a regular school district.

	What you do	***Comments/Prompts***
1.	Start the Attendance Software	The Logon screen displays.
2.	Click the **New User** button	The New User screen displays.
3.	Type *Regular School District User* in the **Contact Name** field Press Tab→	
4.	Select **School District** from the **User Group** drop-down list Press Tab→	
5.	Select **Alameda** from the **County** drop-down list. Press Tab→	Some fields are not active until after you select other fields. For example, the **County** field is not active until you select a user group from the **User Group** field.
6.	Select **Oakland Unified** from the **School District** drop-down list. Press Tab→	
7.	Enter (555) 555-5555 (x5555) in the **Phone** field.	The **Extension**, **Fax** and **E-Mail** fields are not required. To save time during training, we will not enter data in the **Fax** and **E-mail** fields.

8.	Click **OK**.	The Logon screen displays again with the new user you entered in the **Please Select User** dialog box.

4.1.2 TASK: ADD A NEW CHARTER SCHOOL USER

☐ Objective: To learn how to add a user for a charter school.

	What you do	***Comments/Prompts***
1.	Make sure the Logon screen is active.	
2.	Click the **New User** button.	The New User screen displays.
3.	Type *Charter School User* in the **Contact Name** field. Press Tab→	
4.	Select **Charter School** from the **User Group** drop-down list. Press Tab→	
5.	Select **Los Angeles** from the **County** drop-down list. Press Tab→	
6.	Select **Long Beach Unified** from the **School District** drop-down list. Press Tab→	
7.	Select **New City** from the **School** drop-down list.	
8.	Enter (555) 555-5555 (x5555) in the **Phone** field.	The **Extension**, **Fax** and **E-Mail** fields are not required. To save time during training, we will not enter data in the **Fax** and **E-mail** fields.
9.	Click **OK**.	The Logon screen displays again with the new user you entered in the **Please Select User** dialog box.

4.1.3 TASK: ADD ADDITIONAL USERS

☐ Objective: To add additional users to the system using the exercises you learned in the previous tasks.

	What you do	*Comments/Prompts*
1.	Add another Regular School District user	**Contact Name** = Import User **User Group =** School District **County** = Los Angeles **School District** = Long Beach Unified
2.	Add a Supplement user	**Contact Name** = Supplement User **User Group =** School District **County** = Orange **School District** = Capistrano Unified
3.	Add a Small High School ROC/P ADA/Service Allocation user	**Contact Name** = Small ROC/P User **User Group =** School District **County** = Siskiyou **School District** = Siskiyou Union High
4.	Add a High-Risk Youth Education and Public Safety Program User	**Contact Name** = High Risk User **User Group =** School District **County** = Butte **School District** = Chico Unified
5.	Add a Basic Aid “Choice” School District User	**Contact Name** = Basic Aid Choice User **User Group =** School District **County** = Fresno **School District** = Pine Ridge Elementary

6.	Add a Revenue Limit funded Charter User	**Contact Name** = Revenue Limit Charter User **User Group =** Charter School **County** = Kings **School District** = Island Union Elementary **School** = Island Union Elementary

4.2 GETTING THE LATEST UPDATES

You can update information (*i.e.,* grade levels, new districts, or schools) in the Attendance Software database with a CDE-supplied text data file. The CDE will supply this file upon request.

4.2.1 TASK: IMPORT A GET LATEST FILE

☐ Objective: To import a “get latest” file.

	What you do	***Comments/Prompts***
1.	Click the **Get Latest** button.	The Importing Data for Get Latest screen displays.
2.	Click **Select File**.	The Open window displays.
3.	Click the **Look in** drop-down arrow.	
4.	Find/Select the “**AttendanceImport**” folder on your installation CD.	
5.	Select the **GetLatest0203Ver1.0.txt** file.	You can close the window without importing any data by leaving the field blank and clicking the **Close** button.
6.		The Open screen closes and the import process begins. The file name and location displays in the text box in the Importing Data for Get Latest screen. The Import Complete message displays.
7.	Click **OK**.	The Status window displays.
8.	Click **OK**.	
9.	Click **Close**.	

4.3 LOGGING ON AND OFF

Now that you have added new users to the software, you are prepared to logon.

4.3.1 TASK: LOG ON AND OFF

☐ Objective: To log on as different types of users in the attendance software and properly log off and exit the system.

	What you do	*Comments/Prompts*
1.	Select the *Regular School District User* from the **Please Select User** drop-down list in the Logon screen.	
2.	Click the **Logon** button.	The **Main Menu** window for the User that you selected displays.
3.	Select **Logout** from the **File** menu.	The Logon screen displays.
4.	Select the *Charter School* user.	
5.	Click the **Logon** button.	Notice the difference between the school district and charter school main menus.
6.	Select **Logout** from the **File** menu.	The Logon screen displays. Note: When **Logout** is selected, the software returns to the Logon screen. When **Exit** is selected, the software closes.
7.	Click the **Exit** button.	The software closes.

Notes:

5.0 Lesson 4—Screen Navigation

Lesson Objectives

To understand the Attendance Software environment, you will:

A Examine the Main Menu.

B View the menus and menu commands.

C Learn how to select some or all of the LEAs and entry screens for printing and exporting.

D Learn about Screen Navigation.

5.1 MAIN MENU SCREENS

The Main Menu screen is the starting point for entering data into the Attendance Software.

The User Group you select determines the Main Menu appearance.

5.1.1 SCHOOL DISTRICT MAIN MENU

When you logon as a School District, the Main Menu screen for the School District displays with two grids.

District(s): The top grid contains the school district information:

Field	Description
SELECTED	Denotes selection status for printing and/or exporting data. The default selection is **No**. Change the selection to **Yes** by clicking the **Selected** cell in the appropriate district rows.
COUNTY ID	The county identification number.
DISTRICT ID	The district identification number.
SCHOOL ID	The school identification number.
COUNTY NAME	The county the district resides in.
DISTRICT NAME	The district name.
SCHOOL NAME	The school name, if any.
DISTRICT TYPE	The district type.
LOWEST GRADE	The lowest grade level offered in the district; the program displays 0 for kindergarten.
HIGHEST GRADE	The highest grade level offered in the district.

Entry Screens: The bottom grid contains a list of entry screens that you can access to enter school district data; however, you may or may not have access to all of the entry screens. Each entry screen displays as a row in the table. An entry screen without saved information contains no record or certification information in its row.

Field	Description
SELECTED	Denotes selection status for printing and/or exporting data. The default selection is **No**. Change the selection to **Yes** by clicking the **Selected** cell in the appropriate entry screen row.
ENTRY SCREEN NAME	The entry screen name.
CERTIFICATE NUMBER	Denotes that the data within the entry screen has been certified and has been assigned its unique certification number for transmission to your COE.
NUM RECORD	Number of records in the entry screen.
NUM ERROR	Number of errors in the entry screen.
NUM WARNING	Number of warnings in the entry screen.
LAST MODIFIED DATE	The date and time records in the entry screen were last modified and saved.
LAST EDIT CHECK DATE	The date and time the entry screen was last saved and checked for errors. Not all screens are checked for errors, but the field still contains date and time information upon saving (for example, Handicapped ROC/P).
LAST EXPORT DATE	The date and time the entry screen data was last exported to a certified data file.
LAST IMPORT DATE	The date and time that certified data was last imported into the entry screen.

5.1.2 SCHOOL DISTRICT CHARTER SCHOOL MAIN MENU

When you logon as a School District that includes charter schools, you can change the LEA so the Main Menu screen displays charter school information.

After you select Charter School→Attendance from the LEA menu, the Main Menu screen for the charter school(s) displays with two grids.

Charter School(s): The top grid contains charter school information for all charter schools in the district.

Entry Screens: The bottom grid contains a list of entry screens that you can access to enter charter school data.

5.1.3 CHARTER SCHOOL MAIN MENU

When you logon as a Charter School, the Main Menu screen for the Charter School displays with two grids.

Charter School(s): The top grid contains the charter school information.

Entry Screens: The bottom grid contains a list of entry screens that you can access to enter charter school data.

5.1.4 INFORMATION BAR

The bottom of the Main Menu screen contains an Information Bar that lists, from left to right, the following information:

- The Attendance Software version.
- Your user name.
- The fiscal year and selected period.
- The task you are performing (Certification).
- The current date.

If you logout and logon with a new user account, or if you change periods, the Information Bar reflects the changes.

5.2 MAIN MENU OPTIONS

5.2.1 FILE MENU

The **File** menu contains the following commands:

Command	Description
Import	**Import** is a method by which data from another file can be imported into the Attendance Software.
Export	**Export** is the process in which the Attendance Software exports data to a text file or to a certified MDB database file.
Print	The **Print** menu allows you to print reports. There are six commands in the **Print** menu: **Reports**, **Blank Reports**, **Certification**, **Blank Certifications**, **Summary, and Certification Exception**.
Printer Setup	The **Printer Setup** command opens a standard Windows Printer Setup window. You can select the printer to which you will print reports, and the default number of copies you will print each time.
Logout	The **Logout** command logs the current user out of the application and returns to the Logon screen.
Exit	The **Exit** command closes the program and returns you to Windows.

5.2.2 PERIOD MENU

The **Period** menu allows you to switch between different reporting periods for the current fiscal year and for corrections.

There are three reporting periods for the current fiscal year (P-1, P-2, and Annual) and two reporting periods for corrections (P-2 and Annual). When you open the Attendance Software, it will always open to the last reporting period used.

5.2.3 CHANGING REPORTING PERIODS

When reporting data for the current fiscal year, select a period by selecting **P-1**, **P-2**, or **Annual** from the **Period** menu. When correcting data for a prior period, select **Corrected** from the **Period** menu, then select **P-2** or **Annual** from the sub-menu. A checkmark displays next to the selected period in the **Period** menu. The list of entry screens available may change for the specific period.

Note: You must use the appropriate fiscal year software to make any prior year corrections. For example, you would use the 2002-2003 software in fiscal year 2003-2004 to make 2002-2003 corrections.

5.2.4 LEA MENU

The User Group selected when the account was created determines the LEA Menu choices. A School District User Group account contains both School District and Charter School LEA menu options. A Charter School User Group account contains only the Charter School option in the LEA menu. The LEA menu displays differently for school district LEAs, school district charter school LEAs, and charter school LEAs.

The Attendance Software automatically displays the LEA Menu based on the User Group. The currently selected LEA has a checkmark next to the **Attendance** submenu.

5.2.5 TOOLS MENU

You can edit your user contact information by selecting **User Information** from the **Tools** menu. The User Information window displays your current user information. You can only modify the contact name, telephone number, fax number, and e-mail fields. You cannot change your user group, county, school district, or school from this entry screen. You must create a new account if you want to change this information.

You can also access contact information for other LEAs. The Contact Information window displays the same information provided in the User Information window, but the information is for selected LEAs. To display the contact information for an LEA, click the SELECTED column cell of the LEA in the top grid to change it to a “Yes.” From the Tools menu, select Contact Information to display the **Contact Information** window.

5.2.6 HELP MENU

The **Help** menu is a useful tool if you need assistance with a particular entry screen or program function.

Clicking **Help** or pressing the F1 key displays the Help window. Some areas of help include assistance for screens, deadline information, and general software help.

Clicking **About** displays the version number of the software, similar to the Logon Window. To return to the Attendance Software, click **OK**. If you would like to view your Windows system information, click **System Info**. The System Information window displays information about your hardware, software, and Windows environment.

5.3 SELECTING LEAS AND ENTRY SCREENS

5.3.1 TASK: SELECTING ALL LEAS AND ENTRY SCREENS

☐ Objective: To learn how to select and deselect all LEAs and entry screens for printing and exporting.

	What you do	***Comments/Prompts***
1.	Start the Attendance Software.	The Logon screen displays.
2.	Logon as the *Regular School District User*.	The Main Menu opens.
3.	Select **Charter School** from the **LEA** menu, then **Attendance** from the sub-menu.	
4.	Click the **Select All** button in the **Charter School(s)** grid.	All LEAs' **Selected** column cells change to "Yes".
5.	Click the left-arrow in the **Charter School(s)** grid.	
6.	Click the **Select All** button in the **Entry Screens** grid.	All cells in the **Selected** column change to "Yes". All entry screens for all LEAs can be exported or printed.
7.	Click the **Deselect All** button in the **Entry Screens** grid.	All cells in the **Selected** column change to "No".
8.	Click the **Deselect All** button in the **Charter School(s)** grid.	All LEAs' **Selected** column cells change to "No".
9.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

5.3.2 TASK: SELECTING INDIVIDUAL LEAS OR ENTRY SCREENS

☐ Objective: To learn how to select individual LEAs or entry screens for printing and exporting.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Select **Charter School** from the **LEA** menu, then **Attendance** from the sub-menu.	
3.	Click the **Selected** column cell of an LEA and change it to "Yes"	
4.	Click the left-arrow in the **Charter School(s)** grid.	You can now select a program in the **Entry Screens** grid.
5.	Click the **Selected** column cell of a program in the **Entry Screens** grid.	You can now print a report or export data for that program and that LEA.
6.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

5.4 ENTRY SCREEN NAVIGATION

5.4.1 ACCESSING ENTRY SCREENS

Clicking on a row in the Entry Screens section of the Main Menu opens the entry screen for data entry.

The data is entered into “cells”. Some cells may be disabled (grayed out). These disabled cells are used to show calculated values or to prevent a user from entering data that does not apply.

5.4.2 MOVING THROUGH FIELDS

You can move to a different field in three different ways. You can press the `Tab` key, `Enter` key, or you can move the mouse pointer over the field you want and then click the left mouse button. You can move to the previous field by pressing `Shift + Tab`. The program highlights the value in that field once the cursor displays there. If the next field does not display in the window, the program scrolls up or down the entry screen to display your selected field.

5.4.3 MULTIPLE RECORD ENTRY SCREENS

Some entry screens allow multiple records to be created. Select an existing record, add a new record, or delete the currently selected record by clicking on one of the following buttons:

Button/Function	Description
⏮	Moves to the first record.
◀	Moves to the previous record.
▶	Moves to the next record.
⏭	Moves to the last record.
Add New	Adds a new record.
Delete	Deletes the currently selected record.

5.4.4 SWITCHING BETWEEN TABBED AND DROP-DOWN MENUS

Each entry screen contains one or more tabs. These tabs display in a row at the top of the entry screen. If an entry screen has more than one tab, you can move to each entry screen by clicking on the tab. After you click the tab the entry screen displays.

At the end of the tab row the **Drop-Down Menu** button (▤) displays. When you click this button the tab menu changes to a text field showing the name of the currently selected tab with an arrow to the right.

You can view each tab by clicking on the drop-down arrow and then selecting an entry screen from the drop-down list. You can revert back to tab view by clicking on the **Tabs** button ().

5.4.5 FILE MENU

Clicking on the **File** menu in the entry screen displays the following commands:

- Save
- Check/Save
- Print
- Printer Setup
- Close

The **Save**, **Check/Save**, and **Close** options are also available as buttons at the bottom of the entry screen.

Command	Description
Save Save	When you enter data into an entry screen you must save the data you entered. All entry screens let you save data by selecting the **Save** option or by clicking the **Save** button.
Check/Save Check/Save	After you finish entering data into an entry screen, you must check the data to ensure that your data has no errors and is exportable to your COE. When you select the **Check/Save** option, the data is saved and checked for errors. **NOTE**: Not all entry screens have the Check/Save option and button enabled, such as the School District Handicapped ROC/P entry screen. When you save data in an entry screen that does not perform a certification check, the program generates the certification automatically so you can export data.
Print	Clicking **File**, then **Print** displays a report of the data entered into a particular entry screen. The report can be printed by clicking on the printer icon in the upper left-hand corner of the window. The report will print using the default printer installed in your Windows application. All reports will print on standard 8 ½″ × 11″ paper. To track revisions, each printed report will display the date and time of printing.
Printer Setup	Clicking **File**, then **Printer Setup** opens a standard Windows Printer Setup window. You can select the printer to which you will print reports, and the default number of copies you will print each time.

Command	Description
Close 	The **Close** command or button closes the entry screen and returns you to the Main Menu.

5.4.6 NOTE MENU

If you want to include notes with the data for your County Office of Education to refer to, you can add notes by selecting **Add Note** from the **Note** menu.

After you finish typing your note, click one of the following buttons at the bottom of the window as shown in the table below.

Button	Description
	This button saves the note with your data. Every time you open the screen your note displays when you open the Notes window.
	Removes text that you entered after you opened the window. If you saved text in the window, the program does not remove that saved text.
	Deletes all text in the Notes window. When you click **Delete** a dialog box displays asking if you want to remove the text; when you click **Yes** the program deletes the text and you cannot retrieve it.
	Closes the Notes window.

After you save your note and then save the data in the associated entry screen, you can view the saved note every time you access the Notes window.

5.4.7 HELP MENU

If you need assistance for a particular entry screen, click **Help** from the **Help** menu of that entry screen.

5.4.8 DELETE BUTTON

If you want to remove all data from all fields in the entry screen and start over, click the **Delete** button. Once you delete the data you cannot retrieve it.

5.4.9 CANCEL BUTTON

If you click the **Cancel** button, all data that has not been saved will be cleared. The data reverts back to the last saved data, or to zero if no data was previously saved.

Notes:

6.0 Lesson 5—School District Data Entry

Lesson Objectives

To understand the School District Entry Screens, you will:

A Enter data in each of the school district entry screens.

6.1 ENTERING SCHOOL DISTRICT ATTENDANCE

Now that you have created different logons and are familiar with the navigation of the software, you will enter data while logged on as different users.

6.1.1 TASK: ENTER DATA IN THE ATTENDANCE SCHOOL DISTRICT ENTRY SCREEN

☐ Objective: To enter School District data.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Attendance School District** row in the **Entry Screens** grid.	The Attendance School District entry screen displays.
5.	Enter numbers into each field on the **Regular Elementary and High School ADA** tab, pressing the Tab→ key to move between fields. Try using the period . key to apply decimal amounts to ADA.	Use any combination of numbers—if they are wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
6.	Click on each tab of the entry screen, continuing to add data on the **ROC/P and Adult ADA**, **Supplemental Instruction**, and **Other** tabs.	Notice that on the Supplemental Instruction tab, hours, not ADA, are used.

7.	Click the **Check/Save** button.	Tell your instructor what message(s) you received from the software – the message(s) can be discussed as a group.
8.	Click **OK** if your data passed the Error Check process. If you received an Edit Check report, click the Windows ☒ to close the Edit Check report.	
9.	Close the Attendance School District entry screen.	Notice the changes to the Attendance School District row in the **Entry Screens** grid of the Main Menu.
10.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.2 TASK: ENTER DATA IN THE BASIC AID “CHOICE” DISTRICT ENTRY SCREEN

☐ Objective: To enter Basic Aid “Choice” District data.

	What you do	***Comments/Prompts***
1.	Logon as the *Basic Aid Choice User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Attendance Basic Aid "Choice" District** row in the **Entry Screens** grid.	The Attendance Basic Aid "Choice" District entry screen opens. If this is the first time you are entering data in this entry screen, a message displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
5.	Click **OK**.	
6.	Click the **Add New** button.	An **Add New Record** window displays.
7.	Select *Los Angeles* from the **County of Residence** drop down list.	The selected county name displays.
8.	Select *Long Beach Unified* from the **District of Residence** drop down list.	The selected school district name displays.
9.	Click on the **Add Record** button.	

10.	Enter numbers into each field on the **Regular ADA** tab, pressing the Tab→ key to move between fields. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
11.	Click on the **ROC/P, Adult and Other ADA** tab.	
12.	Enter numbers into each field on the **ROC/P, Adult and Other ADA** tab, pressing the Tab→ key to move between fields. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
13.	Click **Save**.	The total will appear in the total field.
14.	Repeat steps 6-13 to add additional records.	You can add multiple additional records. Use the arrow keys to navigate through the different records as described in section 5.4.3.
15.	Click **Close** to return to the Main Menu screen.	
16.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.3 TASK: ENTER DATA IN THE ATTENDANCE SUPPLEMENT SD ENTRY SCREEN

☐ Objective: To enter Attendance Supplement data.

	What you do	***Comments/Prompts***
1.	Logon as the *Supplement User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Attendance Supplement SD** row in the **Entry Screens** grid.	The Attendance Supplement SD entry screen opens. If this is the first time you are entering data in this entry screen, a message displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
5.	Click **OK**.	
6.	Click the **Add New** button.	An **Add New Record** window displays.
7.	Select *San Diego* from the **County of Residence** drop-down list.	The selected county name displays.
8.	Select *Fallbrook Union High* from the **District of Residence** drop down list.	The selected school district name displays.
9.	Click on the **Add Record** button.	

10.	Enter numbers into each field on the **Regular ADA** tab, pressing the Tab→ key to move between fields. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
11.	Click on the **ROC/P, Adult and Other ADA** tab.	
12.	Enter numbers into each field on the **ROC/P, Adult and Other ADA** tab, pressing the Tab→ key to move between fields. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
13.	Click **Save**.	The totals will appear in the total field.
14.	Click **Close** to return to the Main Menu screen.	
15.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.4 TASK: ENTER DATA IN THE CLASS SIZE PENALTIES SD ENTRY SCREEN

☐ Objective: To enter Class Size Penalties data.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Ensure **P-2** is selected.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Class Size Penalties SD** row in the **Entry Screens** grid.	The Class Size Penalties entry screen opens.
5.	Select **Kindergarten** from the **Select Kindergarten or Grades 1-3** drop-down list.	
6.	Select **Full Second Period** from the **Select Full Second or Less than Full Second Period** drop-down list.	The Add New message displays.
7.	Click **OK**.	
8.	Click **Add New**.	You cannot enter data into the fields until you have clicked the Add New button.
9.	Enter numbers into the fields, pressing the Tab→ key to move between fields.	Notice the Average Class Enrollment sizes you enter, as you will refer to them in the next lesson.
10.	Click **Save**.	
11.	Repeat steps 8, 9, & 10.	Multiple Kindergarten records will be added.
12.	Select **Grades 1-3** from the **Select Kindergarten or Grades 1-3** drop-down list.	

13.	Select **Less Than Full Second Period** from the **Select Full Second or Less than Full Second Period** drop-down list.	The Add New message displays.
14.	Click **OK**.	
15.	Click **Add New**.	You cannot enter data into the fields until you have clicked the Add New button.
16.	Enter the number 22 into field A-1, 2 into field A-2, and 0.90 into field A-3. Navigate through the fields by pressing the Tab→ key to move between fields.	Notice the Average Class Enrollment sizes you enter, as you will refer to them in the next lesson. Note: The Fraction of period in session field must be greater than zero (0) but less than one (1).
17.	Click **Save**.	
18.	Click **Add New**.	
19.	Enter the number 22 into field A-1, 2 into field A-2, and 0.50 into field A-3.	
20.	Click **Save**.	
21.	Click **Add New**.	
22.	Enter the number 22 into field A-1, 2 into field A-2, and 0.30 into field A-3.	
23.	Click **Save**.	
24.	Click the **Grades 4-8** tab.	
25.	Enter numbers into the fields, pressing the Tab→ key to move between fields.	
26.	Click **Save**.	

27.	Click the **Small Schools** tab.	The Small Schools entry screen displays.
28.	Click on a school name in the **Available Schools** box.	
29.	Click the > button.	The selected school displays in the **Excluded Small Schools** box.
30.	Holding the Ctrl key down, click on several more schools in the **Available Schools** box.	
31.	Click the > button.	The selected schools are added to the **Excluded Small Schools** box.
32.	Click the >> button.	Notice that all the schools are now added to the **Excluded Small Schools** box.
33.	Click the << button.	Notice that all the schools move back to the **Available Schools** box. Practice moving schools back and forth between the two boxes.
34.	Click **Add/Update School(s).**	The Record(s) saved message displays.
35.	Click **OK**.	
36.	Click **Close**.	The Class Size Penalties entry screen closes. Notice that the grid displays one record for each record added including the number of excluded schools that were added.

6.1.5 TASK: SEARCH FOR RECORDS

☐ Objective: To search for Class Size Penalties records.

	What you do	***Comments/Prompts***
1.	Click the left-most column cell in the **Class Size Penalties SD** row in the **Entry Screens** grid.	The Class Size Penalties entry screen opens.
2.	Select **Grades 1-3** from the **Select Kindergarten or Grades 1-3** drop-down list.	
3.	Select **Less Than Full Second Period** from the **Select Full Second or Less than Full Second Period** drop-down list.	The entry screen displays the data you entered in the previous lesson in the first record. You should not get an “Add New” message.
4.	Enter the number 22 in the text box to the left of the search button (🔍) located in the lower left corner of the entry screen.	
5.	Click the 🔍 button	The first record with the enrollment size you entered in the text box displays in the entry screen. You can search for the next record that contains the enrollment size by clicking the 🔍 button again. When the search is complete a message box displays.
6.	Click **OK**.	The message box closes.
7.	Click **Close** to return to the Main Menu.	
8.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.6 TASK: ENTER DATA IN THE NEW NECESSARY SMALL CONTINUATION HIGH SCHOOL ENTRY SCREEN

☐ Objective: To enter New Necessary Small Continuation High School data.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click left-most column cell in the **New Necessary Small Continuation High School – ADA** row in the **Entry Screens** grid.	The New Necessary Small Continuation High School – ADA entry screen opens. A message box warning about changing data will display in front of the window.
5.	Click **OK**.	If this is the first time you are entering data in this entry screen, a message displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
6.	Click **OK**	
7.	Click the **Add New** button.	An **Add New Record** window will display.
8.	Select a school from the **School List** drop down list.	The selected school name displays.
9.	Click the **Add Record** button.	

10.	Enter numbers into each field on the **Regular ADA** tab. Try using the period . key to apply decimal amounts to ADA.	Use any number. If you click Check/Save and the data is wrong, you will be able to view the correction you need to make in the Edit Check Report.
11.	Click **Save**.	Note: A message box may appear for some types of errors and warnings.
12.	Follow steps 7-11 again to add an additional school(s).	You can add multiple additional schools. Use the arrow keys to navigate through the different schools as described in section 5.4.3.
13.	Click **Close** to return to the Main Menu screen.	
14.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.7 TASK: ENTER DATA IN THE NECESSARY SMALL ELEMENTARY SCHOOL ENTRY SCREEN

☐ Objective: To enter Necessary Small Elementary School data.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Necessary Small Elementary School – ADA** row in the **Entry Screens** grid.	The Necessary Small Elementary School – ADA entry screen opens. A message box warning about changing data will display in front of the window.
5.	Click **OK**.	If this is the first time you are entering data in this entry screen, a message displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
6.	Click **OK**.	
7.	Click the **Add New** button.	An **Add New Record** window displays.
8.	Select a school from the **Small Elementary School** drop-down list.	The selected school name displays.
9.	Click the **Add Record** button.	

10.	Enter numbers into each field on the **Regular ADA** tab. Try using the period . key to apply decimal amounts to ADA.	Use any number. If you click Check/Save and the data is wrong, you will be able to view the correction you need to make in the Edit Check Report.
11.	Click **Save**.	Note: A message box may appear for some types of errors and warnings.
12.	Follow steps 7-11 again to add an additional school(s).	You can add multiple additional schools. Use the arrow keys to scroll through the different schools as described in section 5.4.3.
13.	Click **Close** to return to the Main Menu screen.	
14.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.8 TASK: ENTER DATA IN THE NECESSARY SMALL HIGH SCHOOL ENTRY SCREEN

☐ Objective: To enter Necessary Small High School data.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Necessary Small High School – ADA** row in the **Entry Screens** grid.	The Necessary Small High School – ADA entry screen opens. A warning message about changing data will display in front of the window.
5.	Click **OK**.	If this is the first time you are entering data in this entry screen, a message box displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
6.	Click **OK**.	
7.	Click the **Add New** button.	An **Add New Record** window displays.
8.	Select a school from the **Small High School** drop down list.	The selected school name displays.
9.	Click on the **Add Record** button.	

10.	Enter numbers into each field on the **Regular ADA** tab. Try using the period . key to apply decimal amounts to ADA.	Use any number. If you click Check/Save and the data is wrong, you will be able to view the correction you need to make in the Edit Check Report.
11.	Click **Save**.	Note: A message box may appear for some types of errors and warnings.
12.	Follow steps 7-11 again to add an additional school.	You can add multiple additional schools. Use the arrow keys to navigate through the different schools as described in section 5.4.3.
13.	Click **Close** to return to the Main Menu screen.	
14.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.9 TASK: ENTER DATA IN THE GIFTED AND TALENTED EDUCATION ENTRY SCREEN

☐ Objective: To enter Gifted and Talented Education data.

	What you do	*Comments/Prompts*
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Gifted and Talented Education** row in the **Entry Screens** grid.	The Gifted and Talented Education entry screen opens. **Note**: The only field displayed in this entry screen is a checkbox.
5.	Select the checkbox displayed in the **Gate Participation** tab	By selecting the checkbox, the School District certifies its participation in the GATE program.
6.	Click **Save**.	
7.	Click **Close** to return to the Main Menu screen.	
8.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.10 TASK: ENTER DATA IN THE HIGH-RISK YOUTH EDUCATION AND PUBLIC SAFETY PROGRAM ENTRY SCREEN

☐ Objective: To enter High Risk Youth Education and Public Education data.

	What you do	***Comments/Prompts***
1.	Logon as the *High Risk User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **High-Risk Youth Education and Public Safety Program** row in the **Entry Screens** grid.	The High-Risk Youth Education and Public Safety Program entry screen opens.
5.	Enter numbers into each field on the **First Time Offenders** tab, pressing the Tab→ key to move between fields.	Use any combination of numbers—if they are wrong, you will be able to view the corrections you need to make in the Edit Check Report.
6.	Click on the **Transitioning Youth** tab and continue to add data.	
7.	Click **Save**.	
8.	Click **Close** to return to the Main Menu screen.	
9.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

6.1.11 TASK: ENTER DATA IN THE SMALL HIGH SCHOOL ROC/P ADA/ SERVICE ALLOCATION ENTRY SCREEN

☐ Objective: To allocate ROC/P attendance to small high school districts.

	What you do	***Comments/Prompts***
1.	Login as the *Small ROC/P User*.	The Main Menu opens.
2.	Select **P-2** from the **Period** menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Small High School ROC/P ADA/Service Allocation** row in the **Entry Screens** grid.	The Small High School ROC/P ADA/Service Allocation entry screen opens. If this is the first time you are entering data in this entry screen, a message displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
5.	Click **OK**.	
6.	Click the **Add New** button.	An **Add New Record** window displays. The ROC/P and School District drop-down list fields are disabled and display the ROC/P and school district for which the average daily attendance is being reported.
7.	Select a school from the **Small High School** drop-down list.	The selected school name displays.
8.	Click the **Add Record** button.	

9.	Enter numbers into each field, pressing the Tab→ key to move between fields.	Use any combination of numbers—if they are wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
10.	Click **Save**.	
11.	Click **Close** to return to the Main Menu screen.	

6.1.12 TASK: ENTER DATA IN THE HANDICAPPED ROC/P ENTRY SCREEN

☐ Objective: To enter Handicapped ROC/P data.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District* user.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Handicapped ROCP** row in the **Entry Screens** grid.	The Handicapped ROCP entry screen opens.
5.	Enter numbers into each field on the **Attendance/ Expenditures** tab, pressing the Tab→ key to move between fields.	Note: The Expenditures fields are disabled for P-1 and P-2.
6.	Click **Save**.	The total will appear in the total field.
7.	Click **Close** to return to the Main Menu screen.	
8.	Change period to **Annual.**	
9.	Re-open the **Handicapped ROCP** entry screen.	Notice that the Annual Expenditures column is enabled for data entry.
10.	Enter data in the **Handicapped ROCP** entry screen.	Use any combination of numbers—if they are wrong, you will be able to view the corrections you need to make in the Edit Check Report.
11.	Click **Save**.	The total will appear in the total fields.
12.	Click **Close** to return to the Main Menu screen.	

13.	Select **File, Logout** from the Main Menu screen to logout.	

Notes:

7.0 Lesson 6—Charter School Data Entry

Lesson Objectives

To understand the Charter School data entry screens you will:

A Enter data in each of the Charter School entry screens.

7.1 ENTER CHARTER SCHOOL ATTENDANCE

You will now enter data while logged in as different charter school users.

7.1.1 TASK: ENTER DATA IN THE ATTENDANCE CHARTER SCHOOL BLOCK GRANT ENTRY SCREEN

☐ Objective: To enter Charter School Block Grant data.

	What you do	***Comments/Prompts***
1.	Logon as the *Charter School User*.	The Main Menu opens.
2.	Change **Period** to **Annual**.	
3.	Click the left-arrow in the **Charter School(s)** grid.	
4.	Click the left-most column cell in the **Attendance Charter School Block Grant** row in the **Entry Screens** grid.	The Attendance Charter School Block Grant entry screen opens. If this is the first time you are entering data in this entry screen, a message displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
5.	Click **OK**.	
6.	Click the **Add New** button.	The Add New Record window displays. Notice that the **Unified** radio button is checked and the **Elementary/High School** radio button is inactive. If you were entering data for a Block Grant Elementary/High School, the **Unified** radio button would be inactive and the **Elementary/High School** radio button would be checked.

7.	Select **Elementary and High School – NPS/LCI ADA – Resident** from the drop-down list.	
8.	Click **Add Record**.	The Add New Record window closes and the entry fields on the **Elementary and High School** and **NPS/LCI ADA** tabs become active.
9.	Enter Resident ADA into each field on the **Elementary and High School** tab. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
10.	Click on the **NPS/LCI ADA** tab.	
11.	Enter Resident ADA into each field on the **NPS/LCI ADA** tab. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
12.	Click **Save**.	
13.	Click **Add New**.	The Add New Record window displays.
14.	Select **Elementary and High School – NPS/LCI ADA – Non Resident** from the drop-down list.	

15.	Click **Add Record**.	The Add New Record window closes and the entry fields on the **Elementary and High School** and **NPS/LCI ADA** tabs become active.
16.	Repeat steps 9-12, entering **Non Resident** ADA into the entry fields.	
17.	Click **Add New**.	The Add New Record window displays.
18.	Select **Supplemental Instructional Hours and Days of Operation** from the drop-down list.	
19.	Click **Add Record**.	The Add New Record window closes and the entry fields on the **Supplemental Instructional Hours** and **Days of Operation** tabs become active.
20.	Click on the **Supplemental Instructional Hours** tab.	Note: The first field in the Supplemental Instructional Hours tab is disabled for the Annual reporting period.
21.	Click the **Yes** radio button to show that the charter school is in its first year of operation.	
22.	Enter a date within the current fiscal year (for example: *10/10/2002*).	
23.	Enter hours into each field on the **Supplemental Instructional Hours** tab.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.

24.	Click on the **Days of Operation** tab.	Note: The fields in this tab are disabled for P-1 and P-2 unless you indicated that the charter school ceased operation during the current fiscal year in the **Supplemental Instructional Hours** tab.
25.	Select the **Multi-Track** radio button.	You must select either Single Track or Multi Track. You cannot enter data into both tracks.
26.	Select **Track A**.	Notice the SBE Approved Waiver checkbox. Click this checkbox only if you have an approved waiver from the State Board of Education. Note: Field D-1 is only available for the Single Track option.
27.	Enter numbers into each field on the **Days of Operation** tab. Try using the period . key to apply decimal amounts to ADA (only for Multi Track).	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Note: If no data exists for period P-2, you will not be able to save any Multi-Track data in the **Days of Operation** tab.
28.	Click **Save**.	
29.	Repeat steps 26-28 for **Track B**.	
30.	Select the **Single Track** radio button.	
31.	Enter a number into field D-1.	Use any number. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report.

32.	Click **Close** to return to the Main Menu screen.	A “Do you want to save the data?” message box appears.
33.	Click **No**.	The message box and entry screen closes.
34.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

7.1.2 TASK: ENTER DATA IN THE ATTENDANCE CHARTER SCHOOL BLOCK ENTRY SCREEN FOR A CHARTER SCHOOL THAT CEASED OPERATION

☐ Objective: To enter Charter School Block Grant data for a school district charter school that ceased operation during the current fiscal year.

	What you do	***Comments/Prompts***
1.	Logon as the *Charter School User*.	The Main Menu opens.
2.	Change **Period** to **P-2**.	
3.	Click the left-arrow in the **Charter School(s)** grid.	
4.	Click the left-most column cell in the **Attendance Charter School Block Grant** row in the **Entry Screens** grid.	The Attendance Charter School Block Grant entry screen opens. If this is the first time you are entering data in this entry screen, a message displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
5.	Click **OK**.	
6.	Click the **Add New** button.	The Add New Record window displays. Notice that the **Unified** radio button is checked and the **Elementary/High School** radio button is inactive. If you were entering data for a Block Grant Elementary/High School, the **Unified** radio button would be inactive and the **Elementary/High School** radio button would be checked.
7.	Select **Elementary and High School – NPS/LCI ADA – Resident** from the drop-down list.	

8.	Click **Add Record**.	The Add New Record window closes and the entry fields on the **Elementary and High School** and **NPS/LCI ADA** tabs become active.
9.	Enter Resident ADA into each field on the **Elementary and High School** tab. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
10.	Click on the **NPS/LCI ADA** tab.	
11.	Enter Resident ADA into each field on the **NPS/LCI ADA** tab. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
12.	Click **Save**.	
13.	Click **Add New**.	The Add New Record window displays.
14.	Select **Elementary and High School – NPS/LCI ADA – Non Resident** from the drop-down list.	
15.	Click **Add Record**.	The Add New Record window closes and the entry fields on the **Elementary and High School** and **NPS/LCI ADA** tabs become active.

16. Repeat steps 9-12, entering **Non Resident** ADA into the entry fields.	
17. Click **Save**.	
18. Click **Add New**.	The Add New Record window displays.
19. Select **Supplemental Instructional Hours and Days of Operation** from the drop-down list.	
20. Click **Add Record**.	The Add New Record window closes and the entry fields on the **Supplemental Instructional Hours** and **Days of Operation** tabs become active.
21. Click on the **Supplemental Instructional Hours** tab.	
22. Click the **Yes** radio button to show that the charter school ceased operation during the current fiscal year.	Note: If the charter school ceased operation during the current fiscal year and you clicked the **Yes** radio button in this field for the P-1 or P-2 reporting period, you must enter data in the **Days of Operation** tab.
23. Click the **Yes** radio button to show that the charter school is in its first year of operation.	
24. Enter a date within the current fiscal year (for example: *10/10/2002*).	

25.	Enter hours into each field on the **Supplemental Instructional Hours** tab.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report. Notice that some fields in the tabs are disabled because the information does not apply.
26.	Click on the **Days of Operation** tab.	Note: If you did not select **Yes** in Step 22, the fields in this tab are disabled for P-1 and P-2.
27.	Select the **Multi-Track** radio button.	You must select either Single Track or Multi Track. You cannot enter data into both tracks.
28.	Select **Track A**.	Notice the SBE Approved Waiver checkbox. Click this checkbox only if you have an approved waiver from the State Board of Education. Note: Field D-1 is only available for the Single Track option.
29.	Enter numbers into each field on the **Days of Operation** tab. Try using the period . key to apply decimal amounts to ADA (only for Multi Track).	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report.
30.	Click **Save**.	
31.	Repeat steps 28-30 for **Track B**.	
32.	Select the **Single Track** radio button.	
33.	Enter a number into field D-1.	Use any number. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report.

34.	Click **Close** to return to the Main Menu screen.	A “Do you want to save the data?” message box appears.
35.	Click **No**.	The message box and entry screen closes.
36.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

7.1.3 TASK: ENTER DATA IN THE ATTENDANCE CHARTER SCHOOL - REVENUE LIMIT ENTRY SCREEN

☐ Objective: To enter Charter School Revenue Limit data.

	What you do	***Comments/Prompts***
1.	Logon as the *Revenue Limit Charter User.*	The Main Menu opens.
2.	Change **Period** to **Annual**.	
3.	Click the left-arrow in the **Charter School(s)** grid.	
4.	Click the left-most column cell in the **Attendance Charter School - Revenue Limit** row in the **Entry Screens** grid.	The Attendance Charter School - Revenue Limit entry screen opens. Note: The first field in the Elementary and High School tab is disabled for the Annual reporting period.
5.	Click the **Yes** radio button to show that the charter school is in its first year of operation.	
6.	Enter a date within the current fiscal year (for example: *10/10/2002*).	
7.	Enter numbers into each field on the **Elementary and High School** tab. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report Notice that some fields in the tabs are disabled because the information does not apply.
8.	Click on the **Supplemental Instructional Hours** tab.	

9.	Enter numbers into each field on the **Supplemental Instructional Hours** tab.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report Notice that some fields in the tabs are disabled because the information does not apply.
10.	Click on the **Days of Operation** tab.	Note: The fields in this tab are disabled for P-1 and P-2 unless you indicated that the charter school ceased operation during the current fiscal year in the **Elementary and High School** tab
11.	Click the **Single Track** radio button.	You must select either Single Track or Multi Track. You cannot enter data into both tracks.
12.	Enter a number into field C-1 on the **Days of Operation** tab.	Use any number. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report.
13.	Click **Close**.	A “Do you want to save the data?” message box appears.
14.	Click **No**.	The message box closes.
15.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

7.1.4 TASK: ENTER DATA IN THE ATTENDANCE CHARTER SCHOOL REVENUE LIMIT ENTRY SCREEN FOR A CHARTER SCHOOL THAT CEASED OPERATION

☐ Objective: To enter Charter School Revenue Limit data for a school district charter school that ceased operation during the current fiscal year.

	What you do	***Comments/Prompts***
1.	Logon as the *Revenue Limit Charter User.*	The Main Menu opens.
2.	Change **Period** to **P-2**.	
3.	Click the left-arrow in the **Charter School(s)** grid.	
4.	Click the left-most column cell in the **Attendance Charter School - Revenue Limit** row in the **Entry Screens** grid.	The Attendance Charter School - Revenue Limit entry screen opens. Note: The first field in the Elementary and High School tab is disabled for the Annual reporting period.
5.	Click the **Yes** radio button to show that the charter school ceased operation during the current fiscal year.	A "If you select Yes, days of operation must be reported" message box displays. Note: If the charter school ceased operation during the current fiscal year and you clicked the **Yes** radio button in this field for the P-1 or P-2 reporting period, you must enter data in the **Days of Operation** tab.
6.	Click **OK**.	The message box closes.
7.	Click the **Yes** radio button to show that the charter school is in its first year of operation.	
8.	Enter a date within the current fiscal year (for example: *10/10/2002*).	

9.	Enter numbers into each field on the **Elementary and High School** tab. Try using the period . key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report Notice that some fields in the tabs are disabled because the information does not apply.
10.	Click on the **Supplemental Instructional Hours** tab.	
11.	Enter numbers into each field on the **Supplemental Instructional Hours** tab.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report Notice that some fields in the tabs are disabled because the information does not apply.
12.	Click on the **Days of Operation** tab.	Note: If you did not select **Yes** in Step 5, the fields in this tab are disabled for P-1 and P-2.
13.	Click the **Single Track** radio button.	You must select either Single Track or Multi Track. You cannot enter data into both tracks.
14.	Enter a number into field C-1 on the **Days of Operation** tab.	Use any number. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check Report.
15.	Click **Save**.	
16.	Click **Close** to return to the Main Menu screen.	
17.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

7.1.5 TASK: ENTER DATA IN THE BASIC AID SUPPLEMENT CHARTER SCHOOL ENTRY SCREEN

☐ Objective: To enter Charter School Basic Aid Supplement data.

	What you do	***Comments/Prompts***
1.	Logon as the *Charter School User.*	The Main Menu opens.
2.	Click the left-arrow in the **Charter School(s)** grid.	
3.	Click the left-most column cell in the **Basic Aid Supplement Charter School** row in the **Entry Screens** grid.	The Basic Aid Supplement Charter School entry screen opens. A message appears reminding you that if you change Attendance Charter School Block Grant data, you must revalidate the Basic Aid Supplement Charter School data. If this is the first time you are entering data in this entry screen, a message displays reminding you to click the **Add New** button to add a new record. If there are records present, then you will not be prompted to add a new record.
4.	Click **OK** to close all message boxes.	
5.	Click the **Add New** button.	An **Add New Record** window displays.
6.	Select *Los Angeles* from the **County of Residence** drop down list.	The selected county name displays.
7.	Select *Glendale Unified* from the **District of Residence** drop down list.	The selected school district name displays.
8.	Click the **Add Record** Button.	

9.	Enter the ADA into the ADA field. Try using the period `.` key to apply decimal amounts to ADA.	Use any numbers. If you click Check/Save and the data is wrong, you will be able to view the corrections you need to make in the Edit Check report.
10.	Click **Save**.	
11.	Click the **Add New** button.	An **Add New Record** window displays.
12.	Select *Los Angeles* from the **County of Residence** drop down list.	The selected county name displays.
13.	Select *Antelope Valley Union High* from the **District of Residence** drop down list.	The selected school district name displays.
14.	Click the **Add Record** Button.	
15.	Enter the ADA into the ADA field. Try using the period `.` key to apply decimal amounts to ADA.	
16.	Click **Save**.	
17.	Click **Close** to return to the Main Menu screen.	
18.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

7.1.6 TASK: ENTER DATA IN THE EDUCATIONALLY DISADVANTAGED PUPIL DATA ENTRY SCREEN

☐ Objective: To enter Educationally Disadvantaged Pupil data.

	What you do	***Comments/Prompts***
1.	Logon as the *Charter School User.*	The Main Menu opens.
2.	Change **Period** to **P-2**.	
3.	Click the left-arrow in the **Charter School(s)** grid.	
4.	Click the left-most column cell in the **Educationally Disadvantaged Pupil Data** row in the **Entry Screens** grid.	The Educationally Disadvantaged Pupil Data entry screen opens.
5.	Enter numbers into each field on the **Additional Funding** tab, pressing the Tab→ key to move between fields.	
6.	Click **Save**.	
7.	Click **Close** to return to the Main Menu screen.	
8.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

Notes:

8.0 Lesson 7—Edit Check Reports

Lesson Objectives

To understand Edit Check Reports, you will:

A Create, view, and correct data errors.

8.1 CREATE, VIEW, AND CORRECT DATA ERRORS

Throughout this training you may have encountered errors in the data you entered. In this lesson you will purposely create errors so you become familiar with the edit check process and correcting data errors. There are 2 types of errors: fatal errors (E) and warnings (W). Data with fatal errors cannot be exported. Data with warnings can be exported.

8.1.1 TASK: CREATE, VIEW, AND CORRECT DATA ERRORS

☐ Objective: To create, view, and correct data errors.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu displays.
2.	Select **P-1** from the Period menu.	
3.	Click the left-arrow in the **District(s)** grid	
4.	Click the left-most column cell in the **Attendance School District** row in the **Entry Screens** grid.	The Attendance School District entry screen displays.
5.	Click **Delete**.	A "Do you really want to delete?" message box displays. Clicking **Yes** will delete any previously saved data and give a clean slate to work with.
6.	Click **Yes**.	The message box closes, and the previously saved data is deleted.
7.	Enter 5 for **Grades 9 – 12** in field A-5 of the High School column.	
8.	Enter 0 for **Continuation Education** in field A-6 of the High School column.	

9.	Click **Check/Save**.	The Edit Check Report displays. There are two messages that should appear. To diagnose the messages, the first field is the Line Number of the message. The second field displays which column. In this case, “B” is listed indicating the second or **High School** column. The third column is the field caption, which is displayed on the screen. The fourth field is the type of message, “E” for error and “W” for warning. The fifth column is the message. In this case, we have two messages, a warning and an error.
10.	Click the ☒ button to close the window.	
11.	Enter 5 for **Continuation Education**, field A-6.	
12.	Click on the **Other** tab.	
13.	Enter a 5 in field D-5, **High School** column.	
14.	Click **Check/Save**.	“The data has passed the edit check process” message displays.
15.	Click **OK**.	
16.	Click back on the **Regular Elementary and High School ADA** tab.	
17.	Enter 3 for **Continuation Education**, field A-6.	
18.	Enter 0 for **Grades 9 – 12**, field A-5.	
19.	Click **Check/Save**.	The Edit Check Report displays with a warning.
20.	Click the ☒ button to close the window.	

21.	Enter 0 for **Continuation Education**.	
22.	Enter 3 for **Grades 9 – 12**.	
23.	Click **Check/Save**.	The Edit Check Report displays with a different warning.
24.	Click the ☒ button to close the window.	
25.	Enter 0 for **Grades 9 – 12**.	
26.	Click **Check/Save**.	“The data has passed the edit check process” message displays.
27.	Click **OK.**	
28.	Click **Close** to return to the Main Menu screen.	
29.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

Notes:

9.0 Lesson 8— Entering Corrections

Lesson Objectives

To perform prior year corrections, you will:

A Learn the basics of correcting prior year attendance.

9.1 ENTERING CORRECTIONS

Note: You must use the appropriate fiscal year software. For example, you would use the 2002-2003 software in fiscal year 2003-2004 to make the 2002-2003 corrections.

9.1.1 TASK: CREATE A PRIOR YEAR CORRECTION RECORD.

☐ Objective: To learn the basic functionality of correcting data using the software.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Click on the **Period** Menu and set the period to Corrected P-2	The entry screens available for corrections are displayed. Notice the new **Corrected** columns in the **District(s)** and **Entry Screens** grids.
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Attendance School District** row in the **Entry Screens** grid	The Attendance School District entry screen displays. Note: If you entered data in the P-2 reporting period, that data will be displayed.
5.	Enter data for each of the tabbed screens	Note: The new data will *over-write* the previous data from the P-2 reporting period.
6.	Click the **Check/Save** button.	The edit check report is displayed or "The data has passed the edit check process" message is displayed. (If you receive an Edit Check report, fix the errors until you get the "The data has passed the edit check process" message.)
7.	Click **OK**.	"The data has passed the edit check process" message box closes.

8.	Click **Close**.	The Main Menu screen displays.
9.	Click on the **Corrected** column cell of Attendance School District row.	The Correction Reason window displays.
10.	Click on the **Correction Reason Code** drop down box and select **Annual Audit**.	The drop down box displays the selection made.
11.	Type ‘Test” in the **Correction Notes** text box.	
12.	Click **Save**.	The “Correction details saved” message box displays.
13.	Click **OK**.	
14.	Click **Close**.	Notice that the Corrected column cell of the Attendance School District row has changed to “Yes”, the Reason Code column cell displays “Annual Audit”, and the Corrected column cell of the LEA row has changed to “Yes”.
15.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

Notes:

10.0 Lesson 9—Exporting and Importing

Lesson Objectives

To export and import ASCII and certified data files, you will:

A Export ASCII (text) and certified data files.

B Import ASCII (text) and certified data files.

C Learn how to send certified files to your county or school district.

10.1 EXPORTING DATA

You can export data for all LEAs and entry screens or you can select individual LEAs and entry screens. Review *Lesson 5.3 – Selecting LEAs and Entry Screens* for more information.

10.1.1 TASK: EXPORT TO AN ASCII FILE

> **Note**: You can select one or more LEAs, but only one entry screen for exporting to an ASCII file.

☐ Objective: To export a program's data to a text file.

	What you do	***Comments/Prompts***
1.	Logon as the *Charter School User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the **Selected** column cell of the LEA and change it to "Yes".	
4.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
5.	Click the **Select All** button in the **Entry Screens** grid.	All programs are changed to "Yes".
6.	Select **Export** from the **File** menu and then select **ASCII File**.	An error message stating "Only one program can be selected for export. Try again" appears. Note: When exporting ASCII, only one program may be selected.
7.	Click **OK**.	
8.	Click the **Deselect All** button.	

9.	Click on the **Selected** column cell of the **Educationally Disadvantaged Pupil Data** row and change it to ‘Yes’	
10.	Select **Export** from the **File** menu, and then select **ASCII File**.	The Save As dialog box opens.
11.	Select **Desktop** in the **Save in** drop-down list.	
12.	Click **Save**.	Data is exported and saved to an ASCII file on the desktop. A Status window displays the results of the export process.
13.	Click **Close** to return to the Main Menu screen.	
14.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

10.1.2 TASK: EXPORT TO A CERTIFIED DATA FILE

Note: You can select one or more LEAs or entry screens for exporting to a certified data file.

☐ Objective: To export a program's data to a Certified Data File.

	What you do	*Comments/Prompts*
1.	Logon as the *Charter School User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu	
3.	Click the **Selected** column cell of LEA and change it to "Yes"	
4.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
5.	Click the **Select All** button in the **Entry Screens** grid.	The **Selected** column cells for all programs are changed to "Yes"
6.	Select **Export** from the **File** menu, select **Certified Data**, and then select **Selected**.	The Data modification window displays.
7.	Change the radio button to the right of question number one (1.) to "**Yes**".	A message box displays.
8.	Click **OK**.	The message box closes, and the cursor focus shifts to the Comments field.
9.	Type "Test" in the Comments field.	
10.	Click **OK**.	A certification language message box appears.

11.	Click **OK**.	Note: The program(s) must have data and no fatal errors or they cannot be exported. Warnings are OK. The **Last Modified** date cannot be later than the **Last Edit Check** date. Data is exported and a Status window displays the results of the export process.
12.	Click **Close** to return to the Main Menu screen.	
13.	Select **Export** from the **File** menu, select **Certified Data**, and then select **All**.	The Data modification window displays with the previously entered information.
14.	Click **OK**.	A certification language message box appears.
15.	Click **OK**.	Note: The program(s) must have data and no fatal errors or they cannot be exported. Warnings are OK. The **Last Modified** date cannot be later than the **Last Edit Check** date. Data is exported and a Status window displays the results of the export process.
16.	Click **Close** to return to the Main Menu screen.	
17.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
18.	Click the **Deselect All** button in the **Entry Screens** grid.	The selected column cells for all programs are changed to “No”.
19.	Click the **Selected** column cell of the **Educationally Disadvantage Pupil Data** row and change it to “Yes”.	

20.	Select **Export** from the **File** menu, select **Certified Data**, and then select **Selected**.	The Data modification window displays with the previously entered information.
21.	Click **OK**.	A certification language message box appears.
22.	Click **OK**.	Note: The program(s) must have data and no fatal errors or they cannot be exported. Warnings are OK. The **Last Modified** date cannot be later than the **Last Edit Check** date. Data is exported and a Status window displays the results of the export process.
23.	Click Close to return to the main menu screen.	
24.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

10.2 IMPORTING DATA

10.2.1 TASK: IMPORT FROM AN ASCII FILE

Note: Import ASCII requires a specific file format.

☐ Objective: To import a program's data from a text file.

	What you do	*Comments/Prompts*
1.	Logon as the *Import User*.	The Main Menu opens.
2.	Set the period to **P-2**.	
3.	Select **Import** from the **File** menu and then select **ASCII File**.	The Importing ASCII Data window displays.
4.	Click **Select File**.	The Import Data File window displays. By default, the program looks in the Attendance Software's **Import** folder. However, for this lesson, you will retrieve the ASCII file you exported to the Desktop in Lesson 10.1.1.
5.	Click the **Look in** drop-down arrow.	
6.	Select **Desktop**.	
7.	Select the **Educationally Disadvantaged Pupil Data.txt** file from the Desktop.	Notice that this is the ASCII file you exported in Lesson 10.1.1.
8.	Click **Open**.	If data already exists for the LEA and program to which you are importing, an "Overwrite" message box will display. If this occurs, click **Yes.** The file is imported and the Status window displays.
9.	Click either **Save**, **Print** or **Close** in the Status Window.	

10.	Click **Close** in the Importing ASCII Data window.	The Main Menu screen displays.
11.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

10.2.2 TASK: IMPORT FROM A CERTIFIED DATA FILE

☐ Objective: To import data from a Certified Data File.

	What you do	***Comments/Prompts***
1.	Logon as the *Import User*.	The Main Menu opens.
2.	Set the period to **P-2**.	
3.	Select **Import** from the **File** menu, and then select **Certified Data**.	The Importing Certified Data screen opens.
4.	Click the **Select File** button.	The Import Data File dialog box opens. Note: By default, the program looks in the Attendance Software's **Import** folder. However, for this lesson, you will retrieve the certified data file you exported in Lesson 10.1.2. This file exists in the Attendance Software's **Export** folder.
5.	Click the **Look in** drop-down arrow.	
6.	Select the **V2.05** folder.	The contents of the V2.05 folder display.
7.	Double-click the **Export** sub-folder.	
8.	Select the database file from the **Export** sub-folder.	
9.	Click **Open**	If data already exists for the LEA and program to which you are importing, an "Overwrite" message box will display. If this occurs, click **Yes**. The file is imported and the status window displays. Note: The program(s) must have data and no fatal errors. Warnings are OK.

10.	Click **Close** in the status window.	The Status window closes.
11.	Click **Close**.	The Importing Certified Data screen closes and the Main Menu screen displays.
12.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

10.3 SENDING CERTIFIED FILES TO YOUR DISTRICT OR COUNTY

10.3.1 TASK: UNDERSTAND THE CONCEPT OF SENDING FILES TO YOUR DISTRICT OR COUNTY

After you export your file to a certified data file, send the certified file to your district or COE by e-mail or floppy disk.

Certified data files are located in the **Export** folder of the directory where your Attendance Software was placed during installation of the software. This is usually in C:/Program Files/Attendance Software/Attendance Software 2002-03/V2.05.

Note: The Attendance Software directory will be in a different location than the one listed above if you installed the software anywhere other than the default during installation.

For example, a charter school user will enter their data into their entry screens, export their certified data to a certified data file, and send the export file to their school district. The district will import the file(s) received from their charter school(s). The district will also enter their data into their entry screens. The district will export all the data (district and charter) to a certified data file, and send the export file to their county.

E-mail makes the submission process quick and easy; however, you must also submit your signed certification letter to your district or COE. See Section 11.2.3 for information on printing the Certification Letter. Refer to your e-mail software documentation for instructions about how to attach files to e-mail.

Your Internet Service Provider (ISP) may have attachment size limits, so ensure that e-mail attachments do not exceed the size limit. Contact your ISP for more information.

Notes:

11.0 Lesson 10—Printing Reports

Lesson Objectives

To understand the different print options, you will:

A Print reports from an open entry screen.

B Print reports from the Main Menu.

11.1 PRINTING A REPORT FROM AN OPEN ENTRY SCREEN

Reports specific to each program can be printed when the program's entry screen is open.

11.1.1 TASK: PRINT FROM AN OPEN ENTRY SCREEN

☐ Objective: To print an attendance report from an open entry screen.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Select **P-2** from the **Period** menu.	
3.	Click the left-arrow in the **District(s)** grid.	
4.	Click the left-most column cell in the **Attendance School District** row in the **Entry Screens** grid.	The Attendance School District entry screen displays.
5.	Select **Print** from the **File** menu.	The Print Preview window displays. You can resize the window or you can use the scroll bars at the right and bottom of the window to scroll vertically and horizontally to view more of the report. The report page number displays in the lower left-hand corner of the window, if there are multiple pages, use the arrow buttons to navigate through the pages.
6.	Click the **Print** button. 🖨	
7.	Close the window by clicking the **Close** ☒ button at the top right corner of the Print Preview window title bar.	

8.	Click **Close** to close the entry screen.	
9.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

11.2 PRINTING FROM THE MAIN MENU SCREEN

11.2.1 TASK: PRINT REPORTS

☐ Objective: To print reports from the Main Menu screen.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Click the **Selected** column cell of the LEA and change it to “Yes”.	
3.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
4.	Click the **Selected** column cell of the **Attendance School District** program and change it to ‘Yes’.	The Attendance School District program is changed to “Yes”.
5.	Select **Print** from the **File** menu and then select **Reports**.	Report is sent directly to the printer and the Status window displays.
6.	Click **Close**.	
7.	Click the **Select All** button.	All programs are selected to “Yes”
8.	Select **Print** from the **File** menu and then select **Reports**.	The Status window displays. Reports are sent directly to the printer and the Status window displays.
9.	Close the window by clicking the **Close** ☒ button at the top right corner of the Status window.	
10.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

11.2.2 TASK: PRINT BLANK REPORTS

☐ Objective: To print a blank report.

	What you do	*Comments/Prompts*
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Click the **Selected** column cell of the LEA and change it to “Yes”	
3.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
4.	Click the **Selected** column cell of one or more programs in the Entry Screens grid to change the cell to “Yes”.	
5.	Select **Print** from the **File** menu and then select **Blank Reports**.	The blank reports are sent directly to the printer and the Status window displays.
6.	Click **Close**.	
7.	Click the **Selected** column cell of the LEA and change it to “No”.	
8.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
9.	Click the **Selected** column cell of one or more programs in the Entry Screens grid to change the cell to “Yes”.	

10.	Select **Print** from the **File** menu and then select **Blank Reports**.	The blank reports are sent directly to the printer and the Status window displays. Note: When no LEA is selected, blank reports with no LEA information included in the header of the reports are generated.
11.	Click **Close**.	
12.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

11.2.3 TASK: PRINT CERTIFICATIONS

Note: You must have successfully exported a certified data file before you can print the certification letter.

☐ Objective: To print a Certification Letter.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
3.	Click the left-arrow of the **Attendance School District** entry screen.	The Attendance School District entry screen displays.
4.	Click **Delete**.	If there are records to delete, a "Delete" message box displays; otherwise, a "No record(s) to delete" message displays.
5.	Click **Yes**.	If a record for this entry screen exists, it is deleted.
6.	Click **Check/Save**.	"The data has passed the edit check process" message is displayed.
7.	Click **OK** in the Edit Check message box.	The Attendance School District entry screen displays.
8.	Click **Close** in the Attendance School District entry screen.	The Main Menu screen displays.
9.	Click the **Selected** column cell of the LEA and change it to "Yes".	

10.	Click the **Selected** column cell of the **Attendance School District** entry screen in the **Entry Screens** grid to change the cell to “Yes”.	
11.	Select **Export** from the **File** menu, select **Certified Data**, and then select **Selected**.	The Data modification window is displayed. In this window, you can specify whether you changed data supplied by lower-level LEAs, or if you want to make any exceptions to the data you are certifying and submitting. Text boxes are displayed so you can add comments. Note: The program(s) must have data and no fatal errors or they cannot be exported. Warnings are OK. The **Last Modified** date cannot be later than the **Last Edit Check** date.
12.	Click **OK** in the Data Modification window.	
13.	Click **OK** in the Certification message box.	Data is exported and a Status window displays the results of the export process.
14.	Click **Close** to return to the Main Menu screen.	
15.	Select **Print** from the **File** menu and then select **Certification**.	The Certification letter is sent directly to the printer for programs that have successfully been exported. The Status window displays.
16.	Click **Close**.	
17.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

11.2.4 TASK: PRINT BLANK CERTIFICATIONS

☐ Objective: To print a blank certification.

	What you do	*Comments/Prompts*
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Click the **Selected** column cell of the LEA and change it to “Yes”	
3.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
4.	Click the **Selected** column cell of one or more programs in the Entry Screens grid to change the cell to “Yes”.	
5.	Select **Print** from the **File** menu and then select **Blank Certification**.	The blank certifications are sent directly to the printer and the Status window displays.
6.	Click **Close**.	
7.	Click the **Selected** column cell of the LEA and change it to “No”.	
8.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
9.	Click the **Selected** column cell of one or more programs in the Entry Screens grid to change the cell to “Yes”.	

10.	Select **Print** from the **File** menu and then select **Blank Certification**.	The blank certifications are sent directly to the printer and the Status window displays. Note: When no LEA is selected, blank certifications with no LEA information included in the header of the reports are generated.
11.	Click **Close**.	
12.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

11.2.5 TASK: PRINT SUMMARY REPORTS

☐ Objective: To print a Summary Report for your records.

	What you do	***Comments/Prompts***
1.	Logon as the *Regular School District User*.	The Main Menu opens.
2.	Click the **Selected** column cell of the LEA and change it to "Yes"	
3.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
4.	Click the **Select All** button.	
5.	Select **Print** from the **File** menu and then select **Summary**.	The summary reports (for those programs that have summary reports) are sent directly to the printer and the Status window displays.
6.	Click **Close**.	
7.	Select **File, Logout** from the Main Menu screen to logout.	The Logon screen displays.

11.2.6 TASK: PRINT CERTIFICATION EXCEPTION REPORTS

☐ Objective: To print a Certification Exception Report for your records.

	What you do	***Comments/Prompts***
1.	Logon as the *Charter School User*.	The Main Menu opens.
2.	Select **P-2** from the Period menu.	
3.	Click the **Selected** column cell of the LEA and change it to “Yes”	
4.	Click the left-arrow of the LEA to activate the **Entry Screens** grid.	
5.	Click the **Select All** button.	
6.	Select **Print** from the **File** menu and then select **Certification Exception**.	The Certification Exception print preview window displays. Note: In order to print a Certification Exception report, the program data must have first been Exported using the Export Certified function.
7.	Click the Print 🖨 button to send the report to the printer.	
8.	Close the window by clicking the **Close** ☒ button at the top right corner of the Print Preview window.	
9.	Select **File, Exit** from the Main Menu screen to exit the program.	

Notes: